



## IIJ VACANCY

### FUNDRAISING AND RESOURCE MOBILISATION MANAGER

#### ABOUT THE IIJ

The International Institute for Justice and the Rule of Law (IIJ) is an international organisation located in Malta with a mission to deliver innovative and sustainable capacity- building through the implementation of counter-terrorism-related, rule of law-based good practices developed by the Global Counterterrorism Forum (GCTF) and other international and regional fora.

Since its inauguration in 2014, the IIJ has trained more than 6000 criminal justice practitioners through its interactive capacity-building workshops – in Malta and abroad – that enhance the competencies of parliamentarians, judges, prosecutors, police, prison and other criminal justice practitioners to address terrorism and related transnational criminal activities within a rule of law framework. The IIJ delivers capacity-building training tailored to the needs of the regions it serves, including North, West and East Africa; the Middle East; and select engagement in the Balkans, and Central, South and Southeast Asia. For more information on the IIJ, please visit the IIJ's website [www.theij.org](http://www.theij.org)

#### FUNDRAISING AND RESOURCE MOBILISATION MANAGER

The IIJ is seeking to recruit a full-time **Fundraising and Resource Mobilisation Manager (FRM)** who will play a key role in spearheading the IIJ's efforts towards long-term financial sustainability. The FRM will work under the direct supervision of the Executive Secretary and closely with the Senior Management Team. The FRM Manager will be invited to take a bold entrepreneurial approach to identifying and attracting new and non-traditional sources of funding, supporting the annual programme and the main elements of the IIJ's financial strategy.

An attractive remuneration package will be offered commensurate with the experience of the selected applicant. The position will be contracted initially for 12 months.

All interested applicants meeting the qualifications below are invited to submit a cover letter and CV to the IIJ Executive Secretariat at [HR@THEIJ.ORG](mailto:HR@THEIJ.ORG) by no later than **16 January 2021** with "FRM\_2021" in the subject line

#### JOB DESCRIPTION:

The FRM Manager will be required to:

- Serve as the main IJJ focal point, coordinator and thought leader for fundraising and resource mobilisation.
- Identify and attract new and non-traditional sources of funding in line with the IJJ's financial strategy.
- Maintain a deep working knowledge and understanding, values, strategic goals, and programmes of the IJJ to develop persuasive, outcome-driven proposals, and compelling donor materials.
- Develop a comprehensive understanding of existing donors' priorities to build and foster relationships with donors through visits and regular communication.
- Serve in a cross-functional capacity, working across IJJ operational units to solicit substantive inputs for fundraising proposals.
- Ensure effective coordination and project management of funding and resource mobilisation across IJJ to meet deadlines and win contracts.
- Ensure all relevant team members are fully briefed on the terms and conditions of donor grant agreements/contracts, including key deadlines.
- Coordinate draft proposals closely with the Senior Manager for Communications and Strategic Planning to ensure they are consistent with the IJJ standards and aligned with defined IJJ priorities.
- Collaborate and work closely with the Monitoring and Evaluation Manager to make sure that the proposals demonstrate sustainable impact for beneficiaries and value for money for donors; conduct timely reconciliation of revenue numbers and ensure accuracy of data and reporting.
- Oversee and coordinate high quality institutional and high value donor proposal writing and donor engagement.
- Stay up-to-date with donor trends and be an internal thought-leader on fundraising approaches and tactics.
- Support all aspects of the donor management process, including data collection, entry and maintenance of donor and grant-related records to ensure accuracy of contact information and life cycle of grants.
- Respond to donor needs for presentation materials, coordinate meetings with appropriate staff, and ensure that donor requests are met.

Perform other duties as required in support of the IJJ mission.

## PERSON SPECIFICATION:

### REQUIRED

- More than five years of progressively increasing responsibility and demonstrated success as a fundraiser operating in fast-paced environments with a diverse portfolio of donors, including governments and private foundations.
- Knowledge of fundraising principles relative to foundations, governments, and other institutional funders.
- Exceptionally convincing and persuasive written and oral skills with the ability to present and convey complex ideas and issues clearly and coherently.
- Highly self-motivated and able to work independently, to set priorities and organise work to meet deadlines.
- Ability to work collaboratively in a challenging environment; ability to work well under deadline and pressure is essential.
- Strong organisational and management skills, including the ability to interpret and financial information and manage data, including for monitoring and evaluation purposes.
- Sensitivity to differences in culture and nationality with the ability to work closely with colleagues from across the world with a range of professional backgrounds.

Ability to relocate and work in-person at the IIJ in Malta by 1 May 2021.